



## Training Opportunity

<b>Course Title:</b>	<b>Managing Organizational Change</b>
<b>Date(s)/Time:</b>	<b>November 18, 2003 / 8:30-12:30 ET / 7:30-11:30 CT</b>
<b>Location:</b>	Live via Video Tele-Training (VTT) at your location
<b>Tuition:</b>	None – South Central TLC does not charge for this program.
<b>Vendor:</b>	South Central Training & Learning Center, Sparkman Center, Bldg 5304, Redstone Arsenal, AL 35898-5222
<b>Course Manager:</b>	Linda Burnette, DSN 788-6533 or 256-842-6533 <a href="mailto:Linda.P.Burnette@us.army.mil">Linda.P.Burnette@us.army.mil</a>
<b>Cancellation Policy</b>	Once determined, cancellations must be made directly to the course manager. Space is limited, so this will allow others to participate in the program.

**Who Should Attend:** Team leaders, managers, supervisors & others who are responsible for producing effective work results due to changing business processes.

**Course Description:** Competitive pressures, updated technology, & new business processes require leaders, supervisors, & teams to change their organizations to improve performance. During change efforts, organizations want to minimize individual & organizational stress while maximizing efficiency & productivity. Often a change agent is designated to plan & facilitate the change. If that change agent is you, this 4-hour workshop provides you with a model to make change happen successfully.

You will learn & practice the Kurt Lewin's Change Model. The Change Model consists of 3 stages: Unfreezing – Changing – Refreezing. After mastering the Change Model, you will be able to:

- Identify effective change management techniques
- Select an appropriate course of action using those techniques
- Predict the impact of effective change management techniques
- Apply change management techniques in work situations

### Registration Information:

**Registration Deadline: November 10, 2003**

***FIRST COME, FIRST SERVED!*** Contact your local training coordinator to determine if your site is participating in this program, then follow local training approval procedures.

### Additional Information:

- A short pre-course reading assignment is a prerequisite.
- CPACs will receive pre-course materials electronically for distribution to course nominees
- Individuals requiring special accommodations should notify their CPAC representative when registering for the course.
- Participants are required to complete a course roster & evaluation sheet.
- Participants may be excused from portions of ANY training program that conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.